

Northern California District 14 AFG Incorporated Guidelines  
Approved May 2025

## Secretary

The Secretary is an Officer of Northern California District 14 AFG Incorporated and a Voting Member of the Board.

### Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.

### General duties

- Attend District 14 Monthly Meetings, Board Meetings and Annual Budget Meeting.
- Report all expenses within 90 days to the Treasurer with receipts for expenditures.

### Specific duties

The Secretary keeps the official records of District 14. The duties include:

1. Take the minutes at the District 14 Monthly Meeting and Board Meetings
2. Provide copies of the minutes for the Group Representatives (GRs) to review and approve
3. Update the Attendance Records monthly and forward them to the Officers, Coordinators, and GRs
4. Maintain for inspection:
  - i. Approved Meeting Minutes
  - ii. D14 Board Meeting Minutes
  - iii. Copy of the D14 Tax Return
  - d. Attendance Records
5. Make available past Attendance Records for the TEAM (and other Service Events) Lottery to the Alternate DR, (Names are drawn to attend an approved event)
6. Send out Flyers/Reminders when requested
7. Assist the DR when needed
8. Maintain a mailing list of the email addresses of the District 14 GRs, Officers, and Coordinators.

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